

# Regional Records Services --- Pacific Region

1000 Commodore Drive, San Bruno, California 94066-2350

## REVIEW OF U.S. COURT RECORDS AT THE OFFICE OF REGIONAL RECORDS SERVICES

Please read these instructions CAREFULLY and follow the steps below to schedule an appointment to review bankruptcy, criminal or civil court records at the National Archives and Records Administration Office of Regional Records Services in San Bruno, California. Directions to the Records Center are on the reverse of this form.

Records may be reviewed BY APPOINTMENT ONLY. The Records Center provides on-site photocopying and certification services for a fee. Original records MAY NOT be removed from the Records Center. *If you wish to obtain copies by mail or FAX, please call (650) 876-9181 for available services and fee information.*

To serve you efficiently, you must provide some basic items of information to the Records Center. This information is available only from the court where the case was filed and closed. By following the steps below, you will save time and avoid inconvenience.

### **STEP 1:     OBTAIN CASE INFORMATION**

For each case, obtain the following information *from the court where the case was filed and closed.*<sup>1</sup>  
Your request can not be serviced without all of this information.

FRC ACCESSION NUMBER <b>021-</b>	AGENCY BOX NUMBER	FRC LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAME	

### **STEP 2:     CALL FOR AN APPOINTMENT**

Telephone (650) 876-9001 between 7:15 A.M. and 3:00 p.m., Monday through Friday (except federal holidays) and tell the receptionist you wish to schedule an appointment to review a U.S. Court record. You will have to provide the following information:

- <     The case information obtained in STEP 1; and
- <     Your name and daytime telephone number.

Do not travel to the Records Center without scheduling an appointment because the case file(s) you wish to review will not be available. You must allow at least 24 hours for an appointment. Prior to arrival for your appointment, you must call to confirm that your case is available. The case file may be charged back to the court, or the information you provided may have been incorrect.

### **STEP 3:     ARRIVE AT THE APPOINTED TIME**

Once at the Records Center, you may review the case file and obtain photocopies of selected documents. Regulations for the public use of records in or held by the National Archives and Records Administration are available from the receptionist.

Records Center personnel can not provide you with legal advice or technical information regarding file

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<sup>1</sup> To obtain information for Eastern District of California bankruptcy cases filed and closed in the Sacramento Division, call (916) 930-4400; to obtain information for cases filed and closed in the Fresno Division, call (559) 498-7217; and to obtain information for cases filed and closed in the Modesto Division, call (209) 521-5160.

contents or court actions. Questions concerning file content should be directed to the court where the case was filed and closed.

**STEP 4:**     **OBTAIN PHOTOCOPIES OF DOCUMENTS** *(If you wish to obtain copies by mail or FAX, please call (650) 876-9181 for available services and fee information.)*

You must identify the pages you wish to have copied. Records Center personnel are not trained in court procedures and can only provide limited assistance in identifying the specific documents you require. If assistance is needed, you should contact your legal advisor before visiting the Records Center.

Photocopies of selected documents will be made by Records Center staff at a cost of \$0.50 per page. You may have your photocopies certified for an additional \$10.00 per certification. Documents can not be certified once they have been removed from the premises.

Fees are due at the time copies are made. The Records Center accepts cash, money orders, personal pre-printed checks (with proper identification), VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER/NOVUS credit cards. Checks and money orders must be made payable to the **NATIONAL ARCHIVES TRUST FUND (NATF)**.

**TRAVEL DIRECTIONS**

The National Archives and Records Administration Office of Regional Records Services is located approximately 12 miles south of San Francisco at 1000 Commodore Drive in San Bruno, California.

**FROM SAN FRANCISCO:**     Proceed south on Highway 101 and exit at San Bruno Avenue West. Drive west for two miles, crossing El Camino Real, to Cherry Avenue. Turn right on Cherry and go north three blocks. Just past the I-380 overpass, turn right on Commodore Drive. The Records Center is two blocks down on the left, just after a school.

OR

Proceed south on I-280, exiting at Sneath Lane. Go east on Sneath to the second traffic light. Turn right on Cherry Avenue, then left on Commodore Drive for two blocks.

**FROM THE SOUTH:**     Exit Highway 101 at San Bruno Avenue and proceed west for two mile, crossing El Camino Real to Cherry Avenue. Turn right on Cherry and go north six blocks. Just past the I-380 overpass, turn right on Commodore Drive. The Records Center is two blocks down on the left, just after a school.

OR

Exit I-280 at San Bruno Avenue, proceeding east for two blocks. Turn left on Cherry Avenue and go north six blocks. Just past the I-380 overpass, turn right on Commodore Drive. The Records Center is two blocks down on the left, just after a school.